



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/724/2008

17 December 2008

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**INVITATION TO APPLY FOR A BASIC ANALYTICAL CHEMISTRY COURSE  
UNDER THE OPCW PROGRAMME  
TO STRENGTHEN COOPERATION IN AFRICA  
23 MARCH TO 4 APRIL 2009**

**Purpose of the course**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the OPCW wishes to inform Member States that it will hold a basic analytical chemistry course in 2009 under the OPCW Programme to Strengthen Cooperation in Africa. The course will be supported jointly by the Secretariat, Protechnik Laboratories in South Africa, and the Finnish Institute for the Verification of the Chemical Weapons Convention (VERIFIN). The course itself will be held at Protechnik Laboratories, Pretoria, South Africa.
2. The course is intended for chemistry professionals from industry, government, or academia who are involved in the analysis, synthesis, or quality control of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”). The course will enable participants to gain a sound working knowledge of the principles, procedures and applications of gas chromatography (GC), gas chromatography-mass spectrometry (GC-MS), for the analysis of chemicals related to the Convention. The course will accommodate 12 participants.

**Duration of the course**

3. The course will be held from 23 March to 4 April 2009. Successful candidates should be prepared to travel three or four days before the course begins in order to be able to register and complete pre-course formalities in a timely manner.

**Content**

4. The course will begin with the provision of basic training and hands-on experience in sample preparation, and instruction in GC and GC-MS analytical techniques. This will include an explanation of the hardware involved, instrument testing and optimisation, basic maintenance, and trouble-shooting.
5. The second part of the course will focus on the preparation of environmental samples and on how to use GC and GC-MS in order to analyse samples of chemicals related to



the Convention. During this segment, participants will be provided with intensive hands-on training in the handling of different sample matrices for subsequent analysis by GC with element-selective detectors and by GC-MS in electron ionisation and chemical-ionisation modes. Participants will be introduced to the principles of conducting such analyses, as well as to a range of extraction, clean-up, and derivatisation procedures. Aspects on the importance of quality control of analytical data, including the use of libraries, will also be covered.

### **Sponsorship**

6. The cost of the course, and of accommodation for all participants, will be covered by the Secretariat. In addition, the Secretariat will pay for international travel, visas, the provision of the daily subsistence allowance, and medical and travel insurance for all participants for the duration of the course.
7. Participants are requested to obtain any necessary visas, including travel visas, before travelling to South Africa. As noted above, the Secretariat will cover the costs of these visas by reimbursing participants upon production of original receipts. The Secretariat will send information to the selected participants on applying for South African visas.

### **Admission requirements**

8. Participants should:
  - (a) hold a degree or diploma in chemistry or analytical chemistry from a recognised university/institution;
  - (b) have at least three years of work experience in analytical chemistry or other relevant fields;
  - (c) have experience working with either GC or GC-MS techniques; and
  - (d) be citizens of African Member States.
9. All course activities will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the English language, both written and oral.
10. Participants will be required to sign both a set of terms and conditions for participation in the course and a confidentiality agreement with the OPCW.

### **Selection procedure**

11. Applications will be carefully screened on the basis of the criteria specified in paragraph 8 above. Only the most suitable applicants will be interviewed. Eligible candidates from laboratories that have sought or are receiving support under the Laboratory-Assistance Programme are especially encouraged to apply.

### **Application procedure**

12. Applicants from laboratories in African Member States are invited to complete the application form that is included as the Annex to this Note, making sure in particular to provide all contact details. To facilitate communication with the Secretariat and Protechnik Laboratories, each applicant must provide an e-mail address or a fax number. The completed form, together with a curriculum vitae and a recommendation from the National Authority or the Permanent Representation of the applicant's country, should be sent to the Head, International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Applications may also be submitted by fax to: +31 (0)70 416 3279 or +31 (0)70 306 3084, or by email to: [IntCoopBr@opcw.org](mailto:IntCoopBr@opcw.org)
13. All applications must be received by the Secretariat no later than 25 January 2009. Additional information may be obtained from the International Cooperation Branch, International Cooperation and Assistance Division, at the contact telephone numbers given below.

Ms Boitumelo Kgarebe: +31 (0)70 416 3843

Ms Rufaro Kambarami: +31 (0)70 416 3272

Annex:

Application Form

**Annex**

**BASIC ANALYTICAL CHEMISTRY COURSE UNDER THE OPCW PROGRAMME  
TO STRENGTHEN COOPERATION IN AFRICA  
23 MARCH TO 4 APRIL 2009**

**APPLICATION FORM**

Please submit the completed form, **along with a brief curriculum vitae,**  
**by 25 January 2009** to:

The Head, International Cooperation Branch, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: +31 (0)70 416 3279 or +31 (0)70 306 3084; e-mail: [IntCoopBr@opcw.org](mailto:IntCoopBr@opcw.org).

**Please type or use BLOCK LETTERS.**

1. Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.
2. Applicants should attach the documents listed in section 5 below, complete sections 1 to 6, and send the form either to their National Authority or to the Permanent Representation of their country to the OPCW in The Hague, with a request that one of them complete section 7.
3. The National Authority or the Permanent Representation should complete section 7 and forward the form to the International Cooperation Branch, OPCW, Johan de Wittlaan 32, NL 2517 JR The Hague, the Netherlands. Fax: +31 (0)70 416 3279 or +31 (0)70 306 3084; e-mail: [IntCoopBr@opcw.org](mailto:IntCoopBr@opcw.org) The completed form, together with the nominee's curriculum vitae and the required recommendation must be received by the Secretariat **no later than 25 January 2009**.

<b>SECTION 1. PERSONAL AND CONTACT DETAILS</b>			
Family name of nominee <sup>1</sup>			
First name(s)			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender <sup>2</sup>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
E-mail address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
<b>SECTION 2. EDUCATION AND TRAINING</b>			
Please list each degree or other qualification you have earned, starting with the most recent.			
1.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
2.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
3.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To

<sup>1</sup> Please give the first and family names exactly as they appear in the nominee's passport.

<sup>2</sup> For this and all like items, please tick the appropriate box.

	Degree or qualification earned	
4.	Name and location of institution	
	Main field(s) of study	
	Dates attended	From _____ To _____
	Degree or qualification earned	
5.	Name and location of institution	
	Main field(s) of study	
	Dates attended	From _____ To _____
	Degree or qualification earned	

**SECTION 3. EMPLOYMENT HISTORY**

What is your profession?

Please give a brief description of your current work.

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Please list below all posts you have held, starting with the most recent.

1.	Employer	
	Title	
	Dates	From _____ To _____
2.	Employer	
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	Dates	From _____ To _____
3.	Employer	
	Title	
	Dates	From _____ To _____
4.	Employer	
	Title	
	Dates	From _____ To _____
5.	Employer	
	Title	
	Dates	From _____ To _____
6.	Employer	
	Title	
	Dates	From _____ To _____

Have you received financial or other support from the OPCW within the past three years?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please give details. ----- -----
Have you applied for any other support from the OPCW?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please give details. ----- -----

**SECTION 4. SUPPORTING STATEMENT**

Please state briefly why you are applying for the course, and indicate both what you expect from it and how it would benefit your work, your institution, and your country.

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**SECTION 5. SUPPORTING DOCUMENTATION**

Please attach the following documents to your application:

- (a) a letter of recommendation from your supervisor, which confirms your qualifications in light of paragraph 8 of the Note to which this form is annexed, and that attests to the relevance of this course to the work of the institution at which you are working;
- (b) an updated curriculum vitae;
- (c) a one-page description of your practical experience; and
- (d) a photocopy of the specification pages of your passport.

Applications without full supporting documentation cannot be accepted.

**SECTION 6. SIGNATURE OF APPLICANT**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 7. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR  
THE PERMANENT REPRESENTATION**

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Signature, with seal or stamp, of an authorised  
representative of the National Authority or of the  
Permanent Representation to the OPCW

\_\_\_\_\_ Date: \_\_\_\_\_